

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING August 28, 2014**

PRESENT: Tom Diedrick, Steve Daniels, Lori Rasmussen, Lisa Van Donsel, Beth Relich, Keith Pamperin, Corrie Campbell, Pat Hickey

EXCUSED: Joan Swigert, Marvin Rucker, Barbara Robinson, Larry Epstein, Sister Melanie

ALSO PRESENT: Diana Brown, Devon Christianson, Christel Giesen, Debra Bowers, Guadalupe Mercado, Kinsey Black, Mary Shlautman, Sandy Groeschel, Renee Burkel, Lisa Smits, Nicolette Miller

The meeting was called to order by Tom Diedrick at 8:32 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made. Lisa Smits is a new Information and Assistance worker for the Aging and Disability Resource Center. She has 18 years of social work experience. Renee Burkel is also a new Information and Assistance Specialist and previously worked as a Benefit Specialist with Options for Independent living and worked for the Social Security Administration.

ADOPTION OF AGENDA: Ms. Hickey/ Mr. Pamperin moved to adopt the agenda.
MOTION CARRIED.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 10, 2014

Mr. Pamperin /Mr. Daniels moved to approve the minutes of the regular meeting of July 10, 2014. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: Ms. Rasmussen reported that two consumers had very positive comments about the services received by the ADRC and they also expressed two different concerns: being able to cross the street to get to the ADRC, and the size of the room used for aerobics

Ms. Brown passed out the N.E.W. curative annual report.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF JULY 2014 FINANCE REPORT:

Ms. Bowers referred to the July 2014 Financial Highlights and to the ADRC summary report to demonstrate the status of the budget in July 2014.

Mr. Pamperin/ Ms. Campbell moved to approve and place on file the July 2014 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

The ADRC received a total of \$1,612.50 of restricted donations in July 2014. These funds were designated to Home Bound Meals and ASERA Care.

Ms. Relich/Ms. Hickey to approve the Restricted Donation received in July, 2014.
MOTION CARRIED.

REVIEW AND APPROVAL OF 2013 AUDIT:

Ms. Bowers referred to the 2013 Audit to show the main highlights of the audit. Ms. Bowers reviewed several pages throughout the audit that demonstrate the ADRC is in a positive financial position, has low management costs, is in federal and state compliance, and presents a low financial risk. Overall, the audit reports no issue or need for correction.

Ms. Van Donsel/ Ms. Hickey moved to approve the 2013 Audit. **MOTION CARRIED.**

FUND BALANCE PLAN DISCUSSION:

Following the budget meeting with the County Executive and his administrative team, it was recommended that Ms. Christianson will put together a Fund Balance Plan. Ms. Christianson stated she has a preliminary draft and bring it to the next board meeting. The main principles of the plan are to create common definitions provide decision making logic to utilize the fund balance year to year. Concerns were shared with the reduction of County Levy since 2009-close to 50% reduction. The reduction for the 2015 budget results in a levy target that leaves little flexibility with program priorities.

Ms. Christianson proposed that the plan could include a potential agreement between the ADRC and the County that would allow the ADRC to assess their financial situation at the end of each year and return a certain percentage of the county levy, if unused. The ADRC has removed the county levy from most of its programming. Currently, the Levy funds NEW Curative Day Care, the ADRC Nutrition Program, transportation, and AddLife activity programming. The only other revenue for these specific programs is the Older Americans Dollars which have been flat for several years.

Ms. Christianson provided the board with the 2015 Amended Contract Proposal handout to illustrate the amount of fund balance that would be used for Pulaski, De Pere, and N.E.W. Curative to keep them whole for 2015.

Much discussion amongst the board occurred regarding the strategy of using the fund balance to the 2015 budget for the ADRC contracts. Board members differed on which approach would be the most prudent for future budgets and how the County Board

makes the final decision on the Levy utilization. Ms. Christianson stressed that the County Executive does not want programs to be cut and understands that using the fund balance to budget is not a positive long term solution.

Ms. Rasmussen/ Ms. Hickey moved to approve the use of the \$30,974 from the fund balance to restore contracts to the appropriate budget level for 2015. **MOTION CARRIED with Ms. Campbell and Mr. Daniels voting nay.**

PERSONEL COMMITTEE REPORT:

A. FAMILY CARE LTE REQUEST:

The ADRC had requested the state of Wisconsin to help with staffing for the upcoming Family Care enrollment period. The State will provide funds for several Limited Term Employees to assist the ADRC in the Family Care enrollment period.

There are three positions that the ADRC intends to utilize the state funds for: Enrollment Clerk, Enrollment Counselors, and 16 hours of mentoring from a current Information and Assistant specialist. The Enrollment Clerk will be managing all of the paperwork and home visit appointments. The Enrollment Counselors will be meeting with consumers currently on waivers and enrolling them in Family Care programs. The Limited Term Employees will be hired September 2014 and be employed through September 2015.

Mr. Pamperin/ Ms. Rasmussen moved to approve the hiring of the limited term employee positions as presented by the HR & Nomination Committee. **MOTION CARRIED.**

DIRECTOR'S REPORT:

A. WIHA GRANT APPROVAL FOR BROWN COUNTY CONSULTATION:

The WIHA Grant was not received by the Wisconsin Institute for Healthy Aging so the ADRC will not be participating as indicated on the agenda

B. SCHEDULES PLUS (MEMBERSHIP & REGISTRATION SOFTWARE) CONTRACT:

Schedules Plus is computerized membership program where people can come into the ADRC and check in, sign up for classes, and make donations. The ADRC board previously authorized the funds for this program, and now the contract needs approval.

Ms. Campbell /Ms. Van Donsel moved to approve schedules plus contracts. **MOTION APPROVED.**

C. DINING SITE DAYS OF SERVICE CHANGE REQUEST:

Monroe Plaza had a reduction of one day for their dinning site due to not having enough volunteers. Right before this meeting, Monroe Plaza was able to secure a volunteer for Wednesdays. There will be a form submitted to GWAAR stating the changes.

Ms. Hickey/ Mr. Daniels move to approve the reduction and the reinstatement of dates for dining site days of service for Monroe Plaza. **MOTION CARRIED.**

D. DRAFT MISSION/ VISION/ TAG LINE MODERNIZATION:

Ms. Christianson has been working with management and staff to modernize the ADRC's mission statements. The board decided on using the mission statement with the ADRC's staff edits and offered a few additional changes as well

Ms. Rasmussen/ Ms. Campbell moved to approve the staff input mission statement developed by the staff and presented with the exception of changing the "start here" section. **MOTION CARRIED.**

DEMENTIA CARE SPECIALIST- NEW POSITION, ROLE, AND RESPONSIBILITIES:

Ms. Miller has taken the new role as Dementia Care Specialist. Ms. Miller has been with the ADRC for 13 years and previously worked as an Information & Assistance Specialist. Ms. Miller also worked for the Alzheimer's Association of Greater Wisconsin. There are only 15 Dementia Care Specialist in the state of Wisconsin. Ms. Miller has three main goals: create a dementia capable ADRC through supporting staff and providing knowledge, act as a catalyst to create a dementia friendly community, and to help individuals have early detection and help them be involved with their community.

FAMILY CARE UPDATE:

A. STATE CALLS TO ADRC IN PREPARATION/RFP

The ADRC is still waiting for the Managed Care Organizations to be announced. Ms. Christianson will keep the board updated by e-mail.

POWER UP INSITUTE UPDATE:

Pat Finder-Stone, Barbara Robinson, and Keith Pamperin attended the Power Up training to start a self-directed volunteer team that will focus on advocacy. Mr. Pamperin will discuss this topic further at the next board meeting.

LEGISLATIVE UPDATE: none.

ANNOUNCEMENT: Ms. Christianson announced that there will be vacancies on the board for an older adult's representative and a physical disabilities representative. Ms. Christianson sent out the job description to the board and appreciates any suggestions of interested persons in these target populations.

Ms. Hickey received a letter from Aspiro authored by DHS Secretary Kitty Rhoades. In this letter, Secretary Rhoades requested additional time from the Center for Medicare and Medicaid (CMS) to allow for a more robust comment period for Wisconsin regarding

its Waiver application and transition plan for long term care. There has not be a response from CMS as of yet.

Mr. Diedrick thanked everyone for being there and invited everyone to stay for a tour.

NEXT MEETING – The next board meeting will be on September 25, 2014 and will be held at the Aging and Disability Resource Center.

ADJOURN: Ms. Campbell/ Mr. Daniels moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:19 a.m.

Respectfully submitted,

Guadalupe Mercado, Office Assistant